

CHAPTER 6

INFORMATION CENTER

6-1. THE INFORMATION CENTER.

a. The Information Center (IC), DOIM, is the initial point of contact for IMA user requirements for the FSH user community and ensures the integrated management of information resources, activities and services. The IC coordinates the installation of hardware, software and related requirements. The IC is responsible for implementation of computer operation, hardware and software training, evaluation of new software, technology utilization, technical library maintenance, user group leadership and technology updates and briefings. The IC is an information, consultation, and education service providing tools and techniques to help users satisfy many of their information needs. The IC promotes self-sufficiency and productivity of end-users through the services it provides.

b. The IC should be contacted for the following services and problem resolutions:

Hardware/software problem diagnosis

Hardware/software for hands-on evaluation

Hardware/software installation

Newsletter

Commander/Director one-on-one training

Public domain software

Resource groups and persons

Technical library

Technology updates and briefing

groups

's guide

CHAPTER 7

FORT SAM HOUSTON INSTALLATION/GARRISON
INFORMATION MANAGEMENT SUPPORT COUNCIL (IMSC)

7-1. INSTALLATION IMSC. The FSH IMSC serves as an advisory council to the Commander, Fifth U.S. Army and FSH.

MEMBERSHIP:

Deputy Garrison Commander (Chairperson)
Director of Information Management (Vice Chairperson)
Deputy Chief of Staff Information Management, HQ, Fifth U.S. Army
Deputy Chief of Staff Information Management, U.S. Army Health Services Command
Information Management Officer, Academy of Health Sciences
Information Management Officer, Brooke Army Medical Center
Information Management Officer, U.S. Army Health Care Systems Support Activity
Information Management Officer, Patient Administration Systems & Biostatistics Activity
Information Management Officer, U.S. Army 5th Recruiting Brigade
Information Management Officer, U.S. Army Institute of Surgical Research
Information Management Officer, Midwest Commissary Region
Chief, Training and Audiovisual Support Center, HQ Fifth U.S. Army and FSH
ADP Systems Security Manager, HQ USAG FSH
Director of Resource Management
Director of Personnel and Community Activities
Director of Plans, Training, Mobilization and Security
Director of Engineering and Housing
Director of Reserve Components Support
Director of Logistics
Director of Contracting
Provost Marshal
Internal Review, USAG, FSH
Public Affairs, USAG, FSH
Civilian Personnel
Inspector General, USAG, FSH
Staff Judge Advocate, USAG, FSH
Post Chaplain
Commander, Headquarters Command

RESPONSIBILITIES.

The IMSC will:

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- a. Establish goals for providing efficient, secure, cost effective information services to FSH elements and tenants.
- b. Formulate strategies to achieve the above.
- c. Explore opportunities for initiation, expansion, reduction, consolidation, or sharing of information management activities, organizations, technologies, and resources.
- d. Propose priorities for actions to exploit the above-cited opportunities.
- e. Review progress toward meeting goals and exploiting opportunities.
- f. Review telephone toll records, facsimile records and message traffic.
- g. The DOIM will exercise general supervision over the Headquarters United States Army Garrison, Fort Sam Houston (HQ, USAG FSH) program for communications economy and discipline, including establishment and operation of the IMSC.

7-4. ORGANIZATION AND PROCEDURES

- a. The Council will convene during the second month of each quarter. The Chairperson/and or Vice Chairperson will schedule the IMSC meetings.
- b. The IMSC may establish subordinate working/subcommittees to provide detailed review and assessment of existing or proposed information management activities. The Deputy DOIM, FSH, will serve as the Chairperson of any required subordinate working groups/subcommittees. Findings of such groups will be presented to the IMSC with recommended actions.
- c. The DOIM will prepare and distribute agendas prior to each meeting of the Council or subordinate working group/subcommittee and will assure the presence of any necessary technical advisors.
- d. Following each IMSC meeting, the minutes recorder will prepare the minutes of the meeting for the signature of the Chairperson. Minutes will be forwarded to the Commander, FSH, within ten working days of the meeting.

7-5. OBJECTIVE. The objective of the FSH IMSC is to develop both short and long-range plans for identifying IMA requirements and integrating information systems at FSH. These plans shall be consistent with and adhere to the conclusions and recommendations

in FSH Information Systems Planning Study. The IMSC will develop findings and conclusions associated with current and future information needs and problems. Appropriate recommendations will be made to the Commander for developing the most effective information systems network to support near and long-term and mobilization needs of this headquarters and all commands and activities serviced.

CHAPTER 8

INFORMATION MANAGEMENT PLAN (IMP)

8-1. GENERAL. The IMP is the basic planning document for development and implementation of the Army Information Architecture at FSH. It is the vehicle for the logical progression from the current system to the objective configuration. The IMP provides an annual status of all the IMA initiatives and is a source document that will be used as input to the Planning, Programming, Budgeting and Execution System (PPBES).

8-2. PREPARATION

a. An IMP will be prepared by the DOIM for HQ USAG annually or as required by higher headquarters. This IMP will be the consolidation of all the IMPs submitted by each directorate/activity and common-user IMA support for other installation organizations.

b. Each directorate/activity will provide the DOIM with Information Capability Requests (CAPR) for their IMA initiatives at the time of the annual update. IMA initiatives will conform to the AIA and will be for automation, office automation, telecommunications, printing and publications, records management, post library, and visual information. Tenant activities with common-user IMA requirements will provide new initiatives to the DOIM for inclusion in the HQ Fifth U.S. Army and FSH IMP. Tenant activities should provide their shared-service requirements early enough to ensure they are included in the DOIM submission.

8-3. UNPROGRAMMED REQUIREMENTS. Requests for IMA support or services which are not contained in an approved IMP are considered to be out-of-cycle requests. Out-of-cycle requests for urgent requirements, as defined by AR 25-1, or for developing a prototype system will be forwarded through the appropriate channels to Department of the Army for approval. If the requirement is not critical in nature, the request will be held in abeyance and added to the next update of the USAG FSH IMP.

8-4. INFORMATION ARCHITECTURE. The information architecture developed from the last approved IMP will serve as the baseline for HQ USAG and it will be continually updated. The equipment configuration for the baseline and the future enhancements to the baseline must ensure that the information architecture is designed for flexibility, growth, survivability, supportability, and security. Technical interoperability and functional

interfaces will be designed to guarantee full information flow requirements.

8-5. PLANNING, PROGRAMMING, BUDGETING AND EXECUTION.

a. The planning process starts with the distribution of the approved IMP from Department of the Army. This document is the baseline by which HQ Fifth U.S. Army and FSH determines future IMA requirements. A copy is provided to each directorate/activity for information purposes and will be a guideline for identifying future needs.

b. The programming phase involves identifying the information management resource requirements that need to be submitted in the Program Analysis Resource Review (PARR). The Resource Summary (Total) in the IMP will identify the total costs associated with each of the IMA disciplines. Each of the IMA initiatives in the IMP has a separate resource summary.

c. The budget and execution process will involve budget justification and submission and the receipt of resources for implementing all portions of the IMP.

d. The programming phase will consider all projects in light of their utilization; i.e., post mobilization.

8-6. RELATIONSHIP TO PARR. The IMP Resource Summary will provide the basis for the Management Decision Execution Package (MDEP), which is submitted in the PARR.

8-7. MILITARY CONSTRUCTION ARMY (MCA). The IMA requirements that are a result of a MCA project must be identified and submitted as an initiative in the HQ Fifth U.S. Army and FSH IMP. Tenant activities are required to submit common-user IMA requirements for inclusion in the IMP. If the requirements are urgent in nature, an out-of-cycle requirement will be initiated IAW AR 25-1.

CHAPTER 9

VISUAL INFORMATION

9-1. TRAINING SUPPORT CENTER

a. The Training Support Officer (TSO)/Visual Information Manager (VIM), in coordination with the Directorate of Information Management (DOIM), directs the visual information (VI) products and services program for the installation in policy, procedures, planning, and economy of operation, and serves as final approval authority for acquisition of VI equipment.

b. The Training Support Center (TSC) is under the operational control of the Director of Plans, Training, Mobilization, and Security (DPTMSEC) and under the policy control of the DOIM for Visual Information activities.

c. Requests for all visual information graphic support and photographic services for the installation activities and tenants, less Academy of Health Sciences, are to be submitted to the TSC customer service desks in bldg 2016. Requests for audio-visual equipment or media loans are submitted to the Visual Information Services Branch customer service desk in bldg 2017. These services include presentation support and video teleconferencing requests.

d. Accounts with the TSC must be established by submission of three original DA Forms 1687, Notice of Delegation of Authority-Receipt for Supplies, and receiving a service account number. Requested services must conform with tenant service support agreements or standing installation policy as established.

e. The TSC provides technical assistance and consultation on all visual information and audiovisual production, costing, and other service requirements, to include the following:

(1) Reviews and approves DD Form 1995-1, Audiovisual Production Requests; conducts subject searches; and certifies requirements to FORSCOM VI Management Agency.

(2) Reviews Visual Information annual reports submitted by Installation VI and AV activities.

(3) Reviews, approves, and authorizes interservice support agreements for visual information service requirements.

(4) Reviews, authenticates, and submits all Installation Information Management Plan initiatives for visual information products, services, and systems.

(5) Reviews and authenticates CAPRs submitted for visual information equipment acquisitions, assigns authorization numbers, and prepares purchasing documents for all visual information equipment buys for the Installation.

(6) Reviews and arranges for VI Joint Engineering support for construction requiring VI equipment acquisition and installation.

9-2. VISUAL INFORMATION EQUIPMENT CONTROL. The VIM processes and reviews the Installation's requirements for visual information equipment, recommends acquisitions of new or disposals of obsolete user or production VI equipment. The VIM is the approving authority, property book officer, and central control for all VI and training device equipment within the South Texas area of responsibility, as outlined in AR 5-9. Medically dedicated VI equipment is controlled through the Health Services Command (HSC).

9-3. GRAPHICS/ILLUSTRATION SERVICES. The VIM provides manpower, supplies, and self-help services for fabrication of graphic materials for all authorized customers. Support provided includes creation of camera-ready printing masters, charts, photocopy or typesetting, publication layouts, computer graphic imaging, designing for displays, exhibits, training devices or aids, and other training materials; provides briefing/conference and classroom materials for command, administrative, informational, training, and management support. All visual information product and service requests are submitted to the TSC on DA Form 3903-R, Visual Information Work Order, along with samples of required copy or explanation of requirements. All overtime is reimbursable.

9-4. PHOTOGRAPHIC SUPPORT. The VIM provides:

a. Studio photography, DA-required full-length personnel file photo prints, approved passport photos, official portraits, still life photography, and other general photographic support requirements. Studio appointments may be made by telephoning the TSC service desk at 2940/2435 and receiving instructions or by walk-in scheduling during specific time frames during the work day.

b. On-site professional photography for higher level awards, special presentations, ceremonies, command information, community relations, or public information events and happenings. Requests

for these services will be submitted to the TSC on DA Form 3903-R for scheduled events or may be scheduled by telephoning for emergency support to be followed by a DA Form 3903-R as soon as possible. Other policies prevail concerning Public Affairs controlled events. All overtime will be fund cited for reimbursement.

c. Processing for a full range of films and paper prints for authorized account holders and legitimate government agency requirements. Special printing, large scale processing and other unprogrammed requirements must be cleared through the VIM and may be subject to reimbursement. Processing is submitted on DA Form 3903-R.

9-5. VISUAL INFORMATION PRODUCTIONS. The VIM provides approval and authorization for all local television productions, video and motion picture media acquisition, reproduction and audio production requirements for all installation organizations and tenants less the Academy of Health Sciences. Requests are submitted to the VIM on DD Form 1995-1, Visual Information (VI) Production Request, Evaluation, and Approval, along with DD Form 1995-2, Visual Information (VI) Production Report, with all pertinent information filled in. Requests for reproductions of existing programs are submitted on DA Form 3903-R. Reproduction of copyright films or tapes requires a clearance from the copyright holder in order to proceed. This clearance is the responsibility of the requester. Reimbursement may be expected for videotape and costs for all productions unless approved by higher authority.

9-6. VISUAL INFORMATION EQUIPMENT LOANS. The VIM provides a wide variety of user visual information presentation equipment on long-term or on short-term loans. Equipment available for loaning can be found in FSH Pam 25-4, Training Support Center Catalog. Short-term loans will be submitted on DA Form 3161, Request for Issue or Turn-in. Long-term loans will be submitted on DA Form 2060, Hand Receipt/Annex Number. Long-term loans must be renewed every six months; short-term loans are to be returned within 30 days, or when they are no longer needed by the borrowing unit. Visual Information equipment is checked out from the Visual Information Services Branch customer service desk, bldg 2017, telephone number 2101/3026.

9-7. VISUAL INFORMATION USER EQUIPMENT TRAINING. The TSC VI Services Branch provides a free course to any VI equipment user on operation, user maintenance, classroom/presentation methods and handling of all major equipment in the TSC inventory and specialized courses for some "high tech" video production and projection equipment. Some training is required to obtain loans of specific equipment. Call the VI Services Branch, 2101/3026,

for class schedules or find them in the TSC Quarterly Bulletin. Civilian seats for these classes may be obtained by submitting a DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, or directly by memorandum to the TSC. Military seats may be scheduled by telephone or memorandum. Certificates are issued upon completion of the long course which is now three days. Specialized equipment requires eight hours of additional training.

9-8. VISUAL INFORMATION MEDIA LOANS. The TSC VI Services also provides for short term loans of DA-approved training and informational motion pictures, video cassette tapes, audio media and multi-media presentation sets. Short term loan of any VI media must be submitted on DA Form 4103 to the VI Services Branch. Long term loans of videotapes must be purchased by the unit needing them and must be submitted on DD Form 1995-1 to the VIM.

9-9. VISUAL INFORMATION PRESENTATION SERVICES. The VIM provides limited services for set-up of VI equipment in support of high level conferences, briefing presentations, or classroom/lecture situations. Advice is available in the designing of classroom, general presentation, conferences and briefing presentation systems. Engineering assistance must be requested through the VIM when such help is required for VI systems installations. Personnel are not available during regular working hours for long term presentation services, such as projectionist and television operations. Reimbursable overtime must be submitted for all non-duty-hour services requested. Presentation services may be submitted on DA Form 3903 to the VIM.

9-10. VIDEO TELECONFERENCING. Video teleconferencing is available to all installation organizations at the Fort Sam Houston Video Teleconference Center (VTC) located in bldg 2792, room G-108. To request a teleconference, submit a DA Form 3903-R to the Installation VIM with proposed times, security classification of subject matter, and conferees requesting hookup. The VIM will verify the requirement and make all necessary arrangements. If the conference cannot be scheduled when you prefer, you will be notified as soon as possible so a new time can be arranged. This is a first-come, first-served operation, and it is difficult to set up conferences on a moment's notice. It is advised to plan well ahead for conferencing in this media, so your schedule can be more easily met. This does not pertain to Headquarters, Health Service Command staff organizations, but does affect the installation staff and other tenants. All conferences will be point-to-point secure up to a SECRET classification only, or may be unsecured on multipoint service. The system is designed for face-to-face conferencing in color and in natural sound. Upon request, a

conference may be videotaped for future reference or replay. Slides, transparencies, opaque graphics, or three-dimensional objects may be used during conference presentations. Telephone hookups to conferees not on video can also be arranged, but are also unsecured. For further information, call VIM office at 6012/2713.

9-11. CABLE TELEVISION. Commercial in-office cable television will be available for any Installation military office or day room through the Installation cable television franchise system. The offices wishing to have full commercial cable access may subscribe by requesting hookup with the CATV contract officer representative (COR) who will be in contact with the cable franchise company to arrange for hookups. The subscribing office will be responsible for paying for the hookup fees and the monthly charge for this service at the rates prescribed in the franchise agreement and must purchase a cable-ready TV receiver for this purpose through the VIM. The TSC TV monitors used for training do not have cable-ready functional tuning and must be able to be relocated easily to accommodate training activities; thus, cannot be used for either commercial cable or computer information system use.

9-12. COMMAND CHANNEL TELEVISION SYSTEM. The Command Channel is in the planning stages and will be available to all military offices at the division level or higher in conjunction with the Installation information network (IIN). This broadcasting facility will be under the operational control of the VIM/TSC and all broadcast programming will be under the control of the Public Affairs Office.

a. When the system is complete, this channel will be broadcasting on the commercial cable network as well as on the IIN, so all military offices will be able to receive command channel information.

b. For those offices that do not opt for a commercial cable hookup, this channel will be installed as a part of the computer information system which will have the capability to transmit visual images.

c. In order to input information into this system, submissions will go to the Installation Public Affairs Officer by memorandum or letter for processing and editing.

d. Command Channel information must be of Installation-wide interest; scheduled events of educational or training value; or for military family, housing, or recreational information. Other programming will be evaluated on a military value basis by the Public Affairs Office prior to scheduling for broadcasting.

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e. Video taped productions for the command channel broadcasts will be submitted to the VIM by DD Form 1995-1. Live news broadcasts can be scheduled by submitting a memorandum through the Public Affairs Office, who, in turn, must submit a DA Form 3903-R to the TSC for a live video coverage of an event or ceremony.

f. Emergency information may be presented directly to the command duty officer for immediate override broadcasting of the current program.

9-13. TSC IMAGING CENTER. The TSC offers a service for computer imaging film processing through telephone modem from office personal computers to the TSC Photolab imaging office on telephone number 3060. The Photolab can also process directly off of a computer disk that has been prepared on specific graphic programs. Call 5225 for detailed information about this system and graphic programs that can be computer-processed into presentation 35mm slides, viewgraph transparencies, or hard copy. The TSC will accept any legitimate government requirement on this system from any government agency in the immediate vicinity. The TSC Photographic Branch will monitor all inputs to this system and refuse to process any unofficial material. Non-Army customers must arrange for reimbursement of processing, mailing, and other materials required to sustain this system. Hand-delivered disks requiring imaging processing will be received at the TSC customer service desk at bldg 2016 with a DA Form 3903-R, just as any other graphic support requirement. Automated work orders will be generated from modemed requests, and they are to be certified when the finished work is delivered or picked up.

CHAPTER 10

COMMUNICATIONS AND ELECTRONICS

10-1. RECORD COMMUNICATIONS SERVICE - INFORMATION TRANSFER FACILITY (ITF) (formerly Telecommunications Center). The ITF, located in building 16, Fifth U.S. Army and FSH Quadrangle, operates 24 hours per day, 7 days a week. The ITF accesses the worldwide Automatic Digital Network (AUTODIN) system through an Automatic Switching Center at Tinker AFB, Oklahoma. The ITF utilizes a Government-owned UNIVAC DCT 9000 computer processor to transmit and receive narrative messages, card messages, and magnetic tape data. The ITF handles classified traffic up to and including TOP SECRET (TS) and special intelligence for FSH and Camp Bullis. Customers may pick up/deliver messages in room 147, bldg 16.

10-2. FACSIMILE. Facsimile is the transmission of electronically generated signals which allows reproduction (hard copy) of printed material at the receiving station.

a. The following systems are installed:

Location: ITF, building 16, room 147.

Purpose: Unclassified common-user FAX for FSH.

Hours: 24 hours, 7 days a week.

Access: Extension 5830.

(2) Location: Special Security Detachment, building 2792, room G113.

(a) Purpose: To transmit and receive classified messages. Dedicated, special purpose.

Hours: 0715-1600, Monday-Friday.

(3) Location: FSH MI Det, MI Bn (CI) West Coast, 902d MI Gp.

(a) Purpose: To transmit and receive unclassified messages. Dedicated, special purpose.

Hours: 0715-1600, Monday-Friday.

(4) Location: U.S. Army 5th Recruiting Brigade (SW), building 2067.

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(a) Purpose: To transmit and receive unclassified messages. Dedicated, special purpose.

Hours: 0715-1600, Monday-Friday.

Location: USA PAS&BA, building 126, room 106.

(a) Purpose: To transmit and receive unclassified messages. Dedicated, special purpose.

Hours: 0715-1600, Monday-Friday.

Location: HSC, building 2792, room G137.

Purpose: To transmit and receive unclassified messages.

Hours: 0715-1600, Monday-Friday.

7) Location: Health Services Command, building 2792, room G108

Purpose: To transmit and receive unclassified messages. Dedicated, special purpose.

Hours: 0715-1600, Monday-Friday

(8) Location: Directorate of Plans, Training, Mobilization, and Security Plans and Operations (EOC, bldg 155.

(a) Purpose: To transmit and receive classified messages. Dedicated, special purpose.

Hours: 0715-1600, Monday-Friday.

(9) Location: Fifth U.S. Army Emergency Operation Center, bldg 16, room 121.

(a) Purpose: To transmit and receive classified messages. Dedicated, special purpose.

Hours: 0715-1600, Monday-Friday.

b. The acquisition of dedicated facsimile equipment will be processed by CAPR to DOIM in accordance with Chapter 11. Dedicated facsimile service is limited to activities whose mission requirements preclude use of the common-user facsimile at the ITF.

10-3. TELEPHONE OPERATIONS. The telephone exchanges at FSH and Camp Bullis are contractor operated and maintained. There is a 5,400 line telephone exchange at FSH in building 2225 and a 300 line exchange at Camp Bullis in building 5001. Telephone operators at FSH are on duty 24 hours a day, 7 days a week, to provide service. Access extensions are 10 and 13 for information. All telephone lines are nonsecure, with the exception of selected secure voice circuits and the facsimile and AUTODIN circuits addressed in para 11-3g. Telephone services are summarized below.

a. AUTOMATIC VOICE NETWORK (AUTOVON). These common-user circuits are leased and connected to the Defense Commercial Telecommunications Network (DCTN). These circuits are to be used for placement of official calls to other DOD activities.

b. WIDE AREA TELEPHONE SERVICE (WATS). Incoming WATS (800 numbers) are provided for personnel to call FSH on official business. Calls cannot be further off-netted to local commercial numbers.

c. CITY CIRCUITS. These are incoming and outgoing circuits connecting FSH to San Antonio. The Southwestern Bell Telephone System serves FSH and surrounding region. These circuits are for official calls only.

d. LONG DISTANCE (TOLL) CIRCUITS. These are outgoing circuits to provide the means for placing toll calls to commercial telephone numbers. User must have control number issued by their telephone control officer.

e. STANDARD TELEPHONE UNITS (STU) III. The STU II and STU III telephone devices provide the capability of secure telephone communications to a large number of users. Service is provided through the use of Desk-Top Telephones (STU II and STU III) at the user's location. Further information can be obtained by calling the Chief, Information Transfer Facility, extension 5818.

f. DATA/VOICE COMMUNICATIONS SYSTEM. Telecommunications services are provided to support mission requirements. Voice requirements are supported by the post telephone exchanges. Installations, relocations, or disconnects are accomplished with the submission of DA Form 3938, Local Service Request (LSR). Proper submission of a LSR is discussed in AR 25-1. All classes of services requested for installation, except Class "C," must be thoroughly justified. Data can be transmitted over the post communications facilities if they fall within the parameters of AR 25-1, and advance approval is obtained from DOIM. If the transmission time exceeds that authorized by above AR, then a leased line is required.

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g. TELEPHONE CONTROL OFFICER (TCO). All FSH Garrison directorates and commanders/directors of tenant units will appoint sufficient TCOs to control/certify commercial toll calls originated by their directorate/unit. The TCO will be a person having a broad knowledge of the command mission and the urgency associated with its accomplishment and be in a position to approve/disapprove calls. TCO responsibilities will be assigned to military personnel grade SFC or above, or civilian, GS-07 or above. A copy of this TCO appointment will be furnished to the DOIM. For other responsibilities of the appointed TCO, see para 4b, FSH Reg 25-2.

h. KEY SYSTEMS. A key system allows a number of lines to be picked up on a keyed telephone instrument and a number of extensions which will meet the requirements of the requesting activity. Requests for key systems will be evaluated as essential for the mission. An economic analysis will be done by the DOIM office. Requests will be submitted on an LSR with current line and instrument requirements.

i. PRIVATE AUTOMATIC BRANCH EXCHANGE (PABX). An LSR submitted for a key system may actually be a candidate for a PABX, depending on the requirements. If the number of lines required currently exceeds that of a key instrument, then one or more attendant consoles will be required. This type of requirement requires the installation of a PABX; however, this determination is made by DOIM personnel based on the LSR submitted and a site survey.

j. LEASED COMMUNICATIONS. The leasing of communication services (i.e., circuits, lines, equipment) is required when the service cannot be met by the communication services provided by the installation. A Local Service Request (LSR), DA Form 3938 must be submitted to the DOIM requesting a Southwestern Bell Telephone business line to be installed for transmission of data if time requirements exceed those listed in AR 25-1. Preparation of the LSR should follow instructions outlined in AR 25-1. Requirements for long haul (i.e., from FSH to a point outside San Antonio) dedicated service will be submitted to the DOIM on a DF. Information submitted should follow the same procedures as those listed above for a Southwestern Bell Telephone business line. The lead time required for a business line is a minimum of two weeks. Lead time for long haul service is approximately one year.

10-4. MILITARY AFFILIATE RADIO STATION (MARS). MARS provides High Frequency (HF) radio support to a 15-state area. The system is comprised of both military and civilian stations which process health, welfare and morale radio messages. Access to the system may be obtained by calling extension 3003.

10-5. HIGH FREQUENCY (HF) RADIO. HF radio support of the Army mission at FSH is provided by the HF Station, building 1980. It provides support during exercises, emergency situations, and other communications designated requirements. Customers can access the HF facility by calling extension 3337.

10-6. LOCAL AREA NETWORK (LAN). The LAN is a data transmission network system which allows connection of Central Processing Units (CPUs) and associated equipment for directorates and tenants at FSH, as required. This system allows connection of systems within a building or to various other buildings where operation between buildings is necessary. Requests for connection should be submitted to the DOIM by using DA Form 2407, Maintenance Request.

10-7. DEFENSE DATA NETWORK (DDN).

a. The DDN node at FSH is installed as a part of the DOD common-user data communications network. All DOD ADP systems and data networks requiring data communications services will be provided long haul and area communications, interconnectivity, and the capability for inter-operability by the DDN. Existing FSH systems, systems being expanded and upgraded, and new ADP systems or data networks will inter-connect and be provided DDN access by the Army DDN Gateway. The FSH DDN Gateway will support new requirements for DDN connectivity through the Installation common-user LAN, specifically IEEE 802.3 Ethernet OR 802.5 Token Ring LANs. New requirements for DDN connectivity will be engineered to operate through a local area network, and a FSH CAPR should be submitted to DOIM for such a requirement in accordance with Chapter 11.

b. Asynchronous dial-up access to DDN hosts is available to users who have such requirements. Typical dial-up applications would include E-Mail and terminal-to-host connections from a remote terminal or personal computer. Authority to use dial-up facilities to access a DDN host is provided by the Host Administrator of the host system to be accessed. The FSH DOIM does not provide passwords or authority to use DDN dial-up facilities.

10-8. LEASED PAGING SYSTEMS. If a need exists for immediate notification capability, a DA Form 3953, Purchase Request and Commitment, must be submitted through the DOIM to Director of Contracting (DOC), FSH. The request for a voice only or voice/tone pager must be funded by the requesting activity. The DOIM has the final approval authority for the request and for providing monthly receiving reports for all leased pagers.

10-9. PUBLIC ADDRESS SYSTEMS. General support maintenance and direct support maintenance are provided for general or selected special purpose portable or non-portable public address systems. Units requesting repair and/or installation support will submit the following documents to USAISC-FSH, Information Mission Area Maintenance Branch:

(1) DA Form 2407, Maintenance Request, with appropriate data provided in blocks.

(2) A letter of instruction (LOI) for any special events or requirements.

(3) A list of the names of the individuals authorized to submit DA Form 2407. The DA Form 2407 must be signed by the Responsible Officer and include a valid expiration date. Standard procedures, as documented by USAISC-FSH, will apply.

10-10. BASE SUPPORT RADIO (BSR) SERVICE. It is the responsibility of the DOIM to provide technical support and to maintain BSR systems at FSH. This support applies to radio system requirements for: security units, maintenance/dispatch units, command and control activities, crime prevention units, traffic control units, medical personnel, staff duty, etc. Requirements for BSR will be included in the FSH IMP.

10-11. MINIMIZE. The Joint Staff, or in some cases local commanders, may impose MINIMIZE. Any time that a geographical area is under politically unstable conditions, major natural disaster, or any occurrence which will affect communications, MINIMIZE may be imposed. The following procedures will be followed when implementing a local MINIMIZE:

a. MINIMIZE conditions at Fort Sam Houston, Texas:

(1) Under advisement of Post directors, commanders should consider environmental conditions (i.e., tornado, hurricane, flooding, etc.), crowd disorders (rioting, demonstrations, terrorist attacks, etc.), and any other unusual situation which may affect Post operations and communications.

(2) Upon approval of the Installation commander that MINIMIZE should be imposed for Fort Sam Houston, an immediate message will be forwarded by the Directorate of Information Management to CINCFORSCOM requesting that MINIMIZE be imposed on record and voice traffic destined to Fort Sam Houston.

(3) If approved by higher headquarters, they will send an ALMILACT message imposing MINIMIZE.

b. MINIMIZE conditions for all other areas. In the event a MINIMIZE is imposed on a specific area and messages must be sent or telephone calls made to those areas, the following instructions apply:

(1) All immediate and above messages which are physically in the Information Transfer Facility (ITF) will be sent out; priority and routine messages will be returned to the originator.

(2) A determination must be made by originators/releasers as to whether the message going to the affected area meets requirements for release as contained in AR 25-11. Messages meeting requirements under MINIMIZE may only be released Directors/Special Staff Chiefs, or above. Messages released under MINIMIZE must be annotated as follows on the DD Form 173:

(a) The statement "MINIMIZE CONSIDERED" must be typed in the Special Instructions block on the DD Form 173.

(b) Following the statement "MINIMIZE CONSIDERED" must be the initials of the originator. This is the verification that the message still requires transmission.

c. Once the MINIMIZE condition is over, the commander who imposed the MINIMIZE would send a priority message to the Joint Staff requesting that the MINIMIZE be cancelled.